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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Tuesday, December 14, 2021, at 7:00pm

MINUTES

1. President Randy Kallstrom called the meeting to order at 7:00pm.
2. **Roll Call-** Village President Randy Kallstrom, Village Board Members Shannon Van Allen, Vicki Kosok, Mike Michaud, Goran Pesic, Pat Sandstrom, and Toni Raethke. **Other-** Drew Adams- Clerk, Tracy Rundquist- Treasurer, Jesse Van Alstine- Police Chief, Dan and Joanne Lerum, Larry Stahl, Kim Seipel, Steve Westman, Dan Fedie, Jeremy Marcks, Chris Noel, and Carrie Arens. Attorney Jon Seifert was absent.
3. **Public Comment-** Dan Lerum wanted to let the Board know there are frustrated local business owners who feel that the Board is setting up roadblocks such as zoning issues and sign permit requirements in front of them when they want to do something positive. He also encouraged the Board to keep the room tax distribution amount for PACC, the tourism entity, at 70%. Carrie Arens asked Dan Lerum about meeting times for the PACC meetings, and why Christmas lights were not put up in the park this year. Dan said that he has been posting meeting notices around town in 4 locations and will be holding some meetings in the evening, and that he and Joanne have done the Christmas lights themselves the last couple years without much help, and with the frustration they feel over that they decided not to do it this year.
4. **Missing Signs-** Jesse said the signs have not been located, and no one knows where they are. He has been given some estimates by Dan Lerum. Tracy said she has spoken to the Village's insurance company, and they said as the signs were not Village property PACC will need to write up a letter stating why they feel the Village is liable for the loss of these signs, attach the estimates, and Tracy will then submit it to the insurance agent so he can submit the claim.
5. **Clerk's Report-** **Motion** by Toni to approve the meeting minutes from November 15, 2021, **second** by Goran. All in favor, motion carried.
6. **Treasurer's Report-** **Motion** to approve Treasurer's report by Randy, **second** by Pat. All in favor, motion carried.
7. **Kyzmet Koffee Liquor License-** Tabled until January meeting.
8. **January Caucus-** **Motion** by Mike to schedule the caucus for January 10th, 2022, at 6:00pm, **second** by Vicki. All in favor, motion carried.

9. **Post Office Lease-** After reviewing the new lease, Jon Seifert recommended the Village sign it. Lease runs for 5 years, commencing on June 1, 2022, and ending on May 31, 2027. Mike was concerned over a portion of the lease that would have the Village paying a 4% fee to the Post Office's agent. That would amount to \$1,440.00. Roy spoke about how good the Post Office is for the Village, and if it didn't exist residents would likely have to go to Wabasha to get their mail. **Motion** by Randy to sign, **second** by Toni. All in favor, motion carried.
10. **USDA Funds-** **Motion** by Randy to spend remaining \$98,000.00 of the grant money on new water meters, **second** by Toni. All in favor, motion carried.
11. **Village Employee Health Insurance-** Tracy spoke about our different insurance options: Younity or the Bronze Plan. Pricewise and in terms of provider locations covered, the Village benefit advisors feels Younity would be the best. **Motion** by Shannon to approve the Younity Health plan, **second** by Vicki. All in favor, motion carried.
12. **Police Report-** Jesse said it's been a slow month. After the first smaller snowstorm, 7 or 8 notices to clean sidewalks were issued to homeowners. After the second bigger snowstorm, there was only one issued.
13. **Ambulance Report-** Nothing to report.
14. **Streets Report-** Nothing to report, aside from keeping busy with snow removal.
15. **WWTP Report-** Nothing to report.
16. **Zoning Administrator's Report-**
 - a. **Monthly Report-** 1 LUCR permit approved. Continuing to get inquiries over vacation rentals. Someone is interested in buying and reopening the nursing home. 2 homes and one garage are under construction. Roy's been in touch with HBC trying to determine the best location for a new antenna tower.
 - b. **Zoning Map Draft Discussion-** Roy's working on a new zoning map as the current one being used is eleven years old. He's checking everything out to see what needs to be changed due to rezoning of some properties.
 - c. **Discussion/Action on Kyzmet Koffee Sign-** Planning Commission has recommended the Board approve new signage for the coffee shop. This includes a free-standing sign along Third Street, a menu board on building rear by the drive-through window, and one-way directional signs at the rear of the building between Lake Street and the alley. **Motion** by Goran to approve signs for Kyzmet Koffee, **second** by Toni. All in favor, motion carried.
 - d. **Discussion/Action on Brahmstedt Sign-** Brahmstedt's have requested retroactive approval for 4 signs they have already erected at the Pepin Marina Retreat (their AirBNB) at 406 First Street. These are a sign on the wall at entrance, a sign on the wall by the door, a sign on bracket overhanging the sidewalk right-of-way, and a sign on bracket at the rear of the building. Planning Commission has recommended approval of all signs, with the condition Brahmstedt's raise the sign

over the sidewalk higher by one foot. **Motion** by Randy to approve the signs at the Pepin Marina Retreat with the agreement they raise the sign over sidewalk by one foot, **second** by Goran. All in favor, motion carried.

17. **Attorney's Report-** Jon submitted his report via email. He has kept busy working with the board members and Village staff on Post Office rental fee negotiation, ordinance recodification, zoning code interpretations, extraterritorial zoning procedure, liquor licensing procedure, room tax ordinance review, and payment in lieu of tax for low-income housing.
18. **TIF Committee-** Toni talked about how the TIF Committee has been working for several months very closely with Roy to create and map out 4 new TIF districts in the Village. Mike Michaud was in charge and submitted all information to the state. The state responded with some changes that needed to be made, and he worked with Ehler's to make these changes. Things will likely be approved by the end of the year. Toni thanked Mike and Roy for all their hard work. With new businesses coming to the Village, the Committee has created a TIF application. It was modeled after several other Wisconsin TIF applications. It very thoroughly explains the entire process and requests a lot of information from applicants. That is meant to keep things as transparent as possible, so that the Village knows who they are potentially working with. Jon Seifert has reviewed the application, and it's now in motion as 2 people will soon be completing and submitting it. These 2 people are the ones hoping to reopen the nursing home.
19. **ETZ Committee-** The ETZ public hearing was finally held after a few delays and was well attended by affected residents. They provided good feedback on some of the draft language used in the ordinance created. There will be some things that need to be reviewed, and the ETZ Committee will have a meeting soon to address some of these concerns the residents had. There will need to be another public hearing after these changes are made.
20. **Ordinance Committee-**
 - a. **Discussion/Action on Dan Kircher Resignation-** Dan Kircher has approached Randy and stated his desire to resign from the Ordinance Committee.
 - b. **Discussion/Action on Appointment of New Citizen Community Member-** Carrie Arens is willing to join the Ordinance Committee. **Motion** by Randy to accept Dan Kircher's resignation and add Carrie Arens to the Ordinance Committee, **second** by Vicki. All in favor, motion carries.
 - c. **Codification Project Update-** Project is grinding along and nearing conclusion. Mike sat down recently with Carrie to go over the official book of ordinances to compare them with the ordinance language that was in the consultant's report as there were some differences that need to be resolved. 15 new items came up that need to be investigated, in addition to the previous punch list of roughly a dozen items to work out. Committee is meeting tomorrow to vote on 5 of the original punch list items, and a lot of what is left will come down to Jon Seifert's guidance. Randy thanked Mike

and Carrie for all their hard work. Mike said the project will go into January before Committee is ready to submit everything to the consultants.

d. Tourism Commission Ordinance: Discussion/Action on Draft Ordinance Language, Possible Discussion/Action on Modifying Language in Hotel/Motel Room Tax Ord. Ch. 112 to be Consistent With the Proposed 70% distribution Amount and Public Hearing-

Committee voted to move the Tourism Commission Ordinance forward, pending Jon Seifert's review. Jon confirmed things are in order from a legal perspective. Once Board approves the Ordinance language, it will then move to a public hearing held by the full Village Board. **Motion** by Mike for Board to approve the draft of Tourism Commission Ordinance as drafted by the Ordinance Committee and to move forward to a public hearing that will also include a consideration to Ordinance Chapter 112 to show a 70/30 distribution amount to be consistent with the language in this Ordinance, **second** by Pat. All in favor, motion carries. Public hearing date set for Wednesday, January 12th, 2022, at 7:00PM.

21. **Public Comments-** Dan Lerum recommended the Village ask Davy Engineering, who took the missing signs down, if they would take \$2,500.00 off the bill from the street project when the signs went missing. Jesse will investigate this. Jeremy Marcks expressed interest in being placed on next month's Board meeting agenda. Joanne Lerum asked if there were any ordinances about house painting. After having her house painted, she ran into some issues with the state inspector due to her contractor. Roy said there is nothing regarding house painting in terms of zoning or building inspection. Roy and Joanne agreed to talk after the meeting.
22. **Set January Meeting Date-** Next Village Board Meeting set for Monday, January 10th at 7:00pm.
23. **Adjourn-** Randy made **motion** to adjourn at 8:16pm, **second** by Toni. All ayes- motion carried.

Drew Adams
Clerk